

ATTACHMENT PART 3.F., SAMPLE CHILD CARE CERTIFICATE**Tennessee Child Care Assistance Program
Child Care Certificate**

AGENCY: METRO SOCIAL SERVICES 1000 2ND AVE., N. NASHVILLE, TN 37202							
PARENT NAME: LORETTA RIOJAS						CASE: 9740	
MAILING ADDRESS: 2540 NORTH ROAD NASHVILLE, TN 37205						HOME PHONE: 615 478-8495	
EMPLOYER: MTA							
CATEGORY: TFF (TF/TRANSITIONAL FAM FIRST) (Fiscal Fund: T)							
PARENT'S ELIGIBILITY: 09/01/2002 TO: 09/25/02* (* PAYMENT MAY STOP PRIOR TO END DATE BUT NO PAYMENT WILL BE MADE AFTER THIS DATE)							
PROVIDER NAME: BILL'S TESTING CENTER MAILING ADDR: 811 EIGHTY-EIGHT LANE NASHVILLE, TN 37811				VENDOR: V99998228500 PHYSICAL ADDRESS 811 EIGHTY-EIGHT LANE NASHVILLE, TN 37811			
Child's Name	As of	S.S.N/ D.O.B.	Care Level	Schedule FD/SD	Parent Fee Type/Amount	Misc Payment	Shift
RENEE RIOJAS	09/25/2002	543-26-7891 07/09/1992	2OVR	FT MTWTF	FT 9.00		1
Total Fees:					9.00		

The rate may change when a child reaches the age of two (2), and payments may end when the child reaches the age of thirteen (13). The full-time parent fee is twice the part-time parent fee. Parent is responsible for any amount above the state reimbursement rates charged by the provider.

Child Care Specialist Signature: _____ Date: ____/____/____

Child Care Specialist: **DAHLI PEREZ-WHYTE**
522

Phone No: **(615) 862-6473**

**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
Child Care Certificate Program**

-- Unregulated Provider Policy Guidebook --

1 Introduction

This policy guidebook contains policies for unregulated child care providers. An unregulated child care provider is a relative or individual chosen by the parent participating in the Child Care Certificate Program.

The guidebook also contains detailed explanations of the items in the **Provider Agreement Form**. The Provider Agreement Form is a formal agreement (contract) with the Department of Human Services to provide child care services through the Child Care Certificate Program.

It is the responsibility of each unregulated provider to read, understand, and follow all of the requirements contained within this policy. The Child Care Certificate Program staff is available to help unregulated providers with any questions about these requirements.

It is very important that you, the unregulated provider, understand this policy guidebook and the Provider Agreement Form. This will help to avoid problems with payments or possibly being taken off the program.

A. How to Become Enrolled as a Child Care Unregulated Provider

The first step to become an unregulated provider in the Department of Human Services (DHS) Certificate Program is to have a parent select you to care for their children. It is the responsibility of the parent to choose an unregulated provider. The Certificate Program Agency does not keep a listing of unregulated providers.

1. Applying and Approval

You will be required to have a face-to-face interview with the Child Care Certificate Program representative in your area. You will complete a check-list called the Health and Safety Checklist Form and an Unregulated Provider Application form. It is very important to follow each and every one of the health and safety requirements at all times.

2. First Home Visit

The next step is to have a home visit. The home visit is required and will be made within 30 days from the day you had the face-to-face interview. Please note: You are only a temporary unregulated provider until the home visit and final approval is made.

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM UNREGULATED
PROVIDER POLICY GUIDEBOOK (page 2)**

- *You must be present, willing and cooperative during this home visit to get final approval.*
- *You must pass all of the requirements to get final approval. The requirements are listed on your copy of the Health and Safety Checklist Form.*
- *You must continue to follow all requirements after you get final approval. If you fail to follow these requirements you could be taken off of the Certificate Program as an unregulated child care provider.*
- *If you are not approved as a provider, you will no longer receive payment from the Department.*
- *You may re-apply to become an unregulated provider ninety (90) days from the date of your disapproval.*

3. Follow-Up Home Visits

Home visits will be made every year after the first home visit. The Health and Safety Checklist will also be completed during this visit. It is very important that you always follow the requirements on the checklist to remain an unregulated provider.

4. Visitation by the Parent

You must allow the parent or caretaker to see their children any time while they are in your care.

5. Number of Children Allowed

You must be sure that at no time you have more than a total of six (6) children in your care. Of these six (6) children, only four (4) can be unrelated to you. You may never have more than four (4) children unrelated to you in your care at anytime. This is a State law and failure to comply with this law would mean termination from the Certificate Program and possible legal action.

You can only take care of and charge DHS for a maximum of four (4) children per day. You are not allowed to operate shift care. Shift care means having four (4) children during the day and an additional number of children at night.

6. Abuse and Neglect of Children

You are required by law to report to the Department of Children's Services any suspicions you may have that a child is being abused or neglected by the parent or caretaker.

Should a Department of Children's Services investigation verify abuse or neglect of a child by you, a member of your family, or an employee, and that person is not kept from further contact with the children in your care, all payments will stop immediately.

And you will be terminated from the Child Care Certificate Program as an unregulated provider.

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM UNREGULATED
PROVIDER POLICY GUIDEBOOK (page 3)**

7. Undesirable Persons in the Home

It is very important to remember that no person should reside in the home or have contact with or access to children if they have ever been convicted of, pled guilty to, or is currently charged with any crime involving a child, or a crime of violence against another person, or any drug-related crime. This includes you, a family member or a relative in your home.

Should you fail to follow this policy, your child care payments and enrollment in the Certificate Program will terminate immediately.

B. Payments to the Provider

Payments are made to you from the Department of Human Services. In order to receive payments, you must complete an Enrollment Attendance/Verification Form (EAV) for each child receiving child care services under the Certificate Program who is in your care. DHS will establish reimbursement rates to pay to child care providers. These rates are based on fair market surveys conducted by DHS. You will be provided with a rate sheet at the time of enrollment. The Certificate Program will notify you when there are changes to the rates.

1) Record Keeping

You must keep an attendance record (sign in and out sheet) of the number of hours you keep each child who is in your care. This daily attendance record will be recorded on the EAV. It is your responsibility to report actual hours of care you provide to each child. You must be able to prove through your attendance record that a child was in your care for the number of hours and days you have listed on the EAV form. You will be terminated from the program if you falsify your EAV forms.

2) The EAV Form

The EAV is an invoice. It must be turned in after the end of the payment period. If it is turned in before the payment period ends, it will be returned to you to list the actual hours of all days in that period. It is your choice on how often you wish to be paid. You may choose to be paid every two weeks, or semi-monthly (this means two set dates of the 15th and the last day of the month) or once per month. You will sign up for one of these choices when first enrolling as a provider. All EAVs must be turned in to receive payment.

The EAV is a three-part form. You will mail the white copy to DHS Fiscal Services, the yellow copy to the Child Care Certificate Program Agency in your area and you will keep the pink copy for your records. The addresses to mail the forms to are listed on each form.

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM UNREGULATED
PROVIDER POLICY GUIDEBOOK (page 4)**

3) Enrolling Children

You will only be paid for children who are officially enrolled in the Certificate program. Each child should have a current certificate, which authorizes payment.

- Only children enrolled with a current certificate should be listed on your EAV
- Do not list any children who are not in the certificate program who are in your care
- You must write on the EAV any new child with a certificate who did not show up on the EAV

4) Time Limits for the EAV

You must turn in your EAV in a timely manner. You must wait until after the end of the payment period to turn in your EAV. For example, if your payment period ends September 29th, you must wait until September 30th before sending in your EAV. This will make certain your attendance is listed correctly on the EAV form.

DHS will not be responsible for paying any EAV that is turned in forty-five (45) days after the end of the EAV period. **For example**, if your EAV period ends September 29th, you must turn in your EAV before November 13th in order to be paid. This is forty-five days from the end of September 29th.

5) Reporting Changes

You must report changes to the Child Care Certificate Program Agency for the following reasons:

- When a child is no longer in your care
- If the child is absent a lot
- If the parent is no longer working or in an educational or training program
- If the child is no longer in the parent or caretaker's home
- Or, if the parent does not pay their parent fee

6) Parent Fees

Under the certificate program, some parents are required to pay a parent fee. This fee amount is listed on your certificate that authorizes payment. If a parent fee is not listed on the certificate, then that parent is not responsible for a parent fee. You are required to collect this fee from the parent. This is a weekly parent fee. Should a parent not pay this fee, you are required to report this to the Child Care Certificate Program Agency. A parent's services may be terminated if they do not pay this fee.

The Department of Human Services will not be responsible for fees that are not paid. Collection efforts must be assumed by the provider for unpaid fees.

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM UNREGULATED
PROVIDER POLICY GUIDEBOOK (page 5)**

7) Attendance and Absence Rules

You must notify the Child Care Certificate Program Agency in writing when any child's attendance changes. The child may need different hours of care, or they rarely attend or they have stopped attending. Any of these changes must be reported.

You may bill DHS when a child is absent due to illness, child or parent's vacation, family illness, etc. for up to ten (10) continuous days *if* the parent has provided you with a notification. You should be ready to prove this notification if the non-attendance is questionable.

You may claim attendance for days that your business is closed for State and Federal holidays. If you are closed on these approved days, enter an "H" under the day(s) you are closed.

You may not claim attendance for days you are closed for bad weather, personal reasons, training or vacations.

8) EAV Code Instructions

You must always enter the actual hours a child is in your care. You must be available for care the number of hours that meet the needs of the families. If the child is absent, you must enter the correct code on the EAV for days the child is not in care. The codes are as follows:

- **H** – If the day is an approved state or federal holiday and you are closed, enter the letter "**H**" for holiday (if you have care available on the holiday, enter the number of hours each certificate child attended)
- **T** – If a child ends or terminates care with you, enter a "**T**" on the day after the last day the child attended.
- **C** – If you are closed for days other than official state or federal holidays, enter a "**C**" on each day you are closed
- **N** – If the child is present in your home a few days per week (special schedule), enter a "**N**" on each day the child does not attend
- **A** – If the child is absent for any other reasons not listed above, enter an "**A**" on each day the child is absent. For example, the parent keeps the child home, the child is on vacation or sick.

9) Electronic Deposits

You are encouraged to be paid through a direct deposit process in either your checking account or savings account. This process automatically deposits your payments into your account. **If you currently have a bank account, you are required to sign up for direct deposit.** If you do not have a bank account, DHS will mail your check. _

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM UNREGULATED
PROVIDER POLICY GUIDEBOOK (page 6)**

C. Financial Reporting and Provider Responsibilities

There are requirements you must follow to remain an unregulated provider on the Certificate Program. These include income requirements, federal requirements and state requirements. All activities and records under the Certificate Program are subject to monitoring and review by the State of Tennessee, the Comptroller of the Treasury, or their appointed representatives.

1. Income

You are considered a self-employed child care provider. You are not an employee of DHS or the Child Care Certificate Program Agency in your area. Any payments you receive under the Certificate Program must be reported as income if you are applying for any Federal or State benefit, including AFDC, Food Stamps, WIC, TennCare, SSI or Housing.

2. Reporting for Tax Purposes

Payments, which exceed \$600.00 in a calendar year, will be reported to the Internal Revenue Service (IRS). You will receive a 1099 form after the calendar year has ended (after December 31st) to turn in with your taxes.

3. Overpayments

Should you owe any money to DHS, this may include overpayments or fraud from any DHS grant or benefit program such as AFDC, Food Stamps, etc, you will need to make a repayment plan with DHS. The repayment plan must be agreed to by DHS.

4. Conflict of Interest

You cannot pay an employee of the Child Care Certificate Program or DHS any part of your child care payment. This includes wages, compensation and/or gifts of any type or value.

5. Non-Payment of EAV's

DHS has the right to not pay an EAV or reduce the amount of payment if they question an amount you are invoicing for. If you have claimed for payments you should not receive, DHS has the right to take back the amount it has paid to you.

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM UNREGULATED
PROVIDER POLICY GUIDEBOOK (page 7)**

D. Termination from the Program

You or the Department of Human Services has the right to terminate this agreement under the Child Care Certificate Program. Written notices must be made by either you or DHS to terminate an agreement.

1. Termination by the Provider

Enrollment in the Certificate Program can be terminated by you when a written notice is given to the Child Care Certificate Program Agency. This written notice must be given at least thirty (30) days before the date you wish to terminate.

2. Termination due to No More Funds

DHS has the right to terminate or end this agreement and withhold payments if funding for the child care certificate program is no longer available. DHS must give you a ten (10) day written notice before the termination date is effective. You will be paid for services you have been approved for up to that ending date.

3. Termination due to Policy Violation

The DHS Child Care Certificate Program has the right to terminate you from the Certificate Program if you fail to follow the policies and guidelines found in this guidebook and your provider enrollment form.

STATE OF TENNESSEE

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
PROGRAM
(TANF)**

PLAN OF OPERATION

**October 1, 2002 – September 30, 2004
Tennessee Department of Human Services**

ATTACHMENT PART 4.B., STATE TANF PLAN OF OPERATION (page 2)

(excerpted section from the Tennessee TANF Plan of Operations)

- Welfare families will have goal-oriented, time-limited, individualized work plans which carry them through logical and productive steps to self-sufficiency;
- Sanctions will be imposed when a family fails, without good cause, to comply with the work plan;
- Families will be given the opportunity to complete high school or to earn a GED and advance their skills;
- Cash benefits will be limited to 18 months of eligibility (or up to 24 months in counties with unemployment rates twice the unadjusted state average), with a 60-month lifetime limit;
- Participants who go to work and lose cash benefits will continue to receive transitional benefits, including child care assistance and TennCare coverage. Families may also qualify for Food Stamps and receive an income disregard and stabilized rent during their move out of welfare.

Specifically, all able-bodied parents and caretakers will have a 20 or 40 hour per week requirement, which begins with the signing of the Personal Responsibility Plan. No parent or eligible caretaker will have to wait more than two weeks to enter a work activity. All parents and eligible caretakers will be offered necessary support services including child care and transportation. When an activity or a support service is unavailable and cannot be arranged, the individual's time limit is extended for that period of time.

No specific numerical goals have been set to move families off welfare. Rather, outcome goals have been set for all activities and all providers of services to assure clients receive the best available services in the shortest time possible. Client goals will be set, keeping in mind the 18 and 60 month time limits.

Completion Bonuses:

One Families First goal is to move participants to self-sufficiency in the shortest amount of time possible. Many participants can obtain a better job if their education and job skills are enhanced. The purpose of Completion Bonuses is to improve completion outcomes in training, education and employment. Completion bonuses are offered to Families First participants who reach certain milestones on their Personal Responsibility Plan. The bonuses are issued based on success in education and training, employment and earnings and employment retention.

Support services:

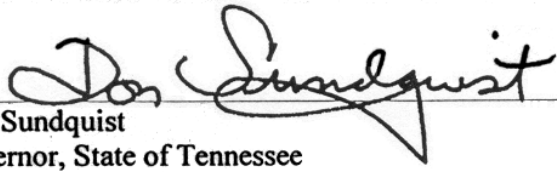
All families with Personal Responsibility Plan work requirements have available the following support services:

- Child care - Child care is available through a certificate program administered through a child care broker system. Families First parents and caretakers are offered child care services for all work and work-related activities. After they lose cash assistance, they have available up to 18 months of transitional child care services, for which they will be asked to contribute to the cost of care.
- Direct expenditures in child care are used for the provision of child care services to employed families
- Dental and Optical Services - Families First participants will be provided necessary dental and optical services not covered by TennCare or any other insurance or benefit. This expense will be paid for with 100% state funds.
- Transportation - Tennessee will make every effort to ensure that no Families First recipient goes without transportation assistance. This assistance is in the form of a coordinated network of providers in each county who are willing to transport Families First participants to and from work and work preparation activities. Children may also be transported via this system to child care, as long as the parent is also being transported to an activity.

ATTACHMENT PART 4.B., STATE TANF PLAN OF OPERATION (page 3)

GOVERNOR CERTIFICATION OF SECTION 1115 WAIVER INCONSISTENCIES

In accordance with 45 CFR Part 260 Subpart C 260.70 – 260.76, I certify that the following program provisions found in Tennessee's Section 1115 waiver from the U. S. Department of Health and Human Services, are inconsistent with the federal law. I also certify that these provisions have been continually applied, statewide, in operating Tennessee's Temporary Assistance to Needy Families Program.


Don Sundquist
Governor, State of Tennessee

Work requirement inconsistencies in Tennessee's 1115 waiver:

The following are the standards that will apply, in lieu of the provisions in subparts B and C of part 261 of the final TANF rule to determine:

1. The number of two-parent and all-parent cases that are exempt from participation for the purpose of determining the denominator of the work participation rate.
- Individuals who are exempt from the work requirement should be disregarded from the denominator in the calculation of Tennessee's work participation rate. These exemptions apply for as long as the situation exists. For the purpose of determining the denominator of the work participation rate, an individual is exempt¹ from the work requirements if he or she:
 - Has a medically verified incapacity or disability
 - Is needed to provide care for a related household member who is disabled
 - Is aged 60 or older
 - Is the parent of an infant less than 16 weeks of age
 - Is a caretaker relative who is not included in the assistance group
 - Is a full-time VISTA volunteer
 - Is a non-exempt parent who is unable to obtain child care or transportation for a minor child
 - Is a participant whose ability to achieve is severely limited due to physical and mental disability or other learning limitation that the State Vocational Rehabilitation determines should be exempt from the work requirement

¹ Tennessee's waiver terms and conditions state that: "Non-exempt individuals who test below the 9th grade reading and math level will not be subject to the work requirement until the ninth grade level is achieved, as long as the individual is participating at least 20 hours per week in an approved GED/ABE program, is attending at least 90 percent of scheduled activities in the program and is making satisfactory progress." While this population is considered exempt from the full work requirement, they are not exempt from a work requirement. If they do not decide to participate in the full work requirement, this population must be in Adult Basic Education for 20 hours. See required hours for more information on this population.

ATTACHMENT PART 5.A., QUALITY ENHANCEMENT AND STANDARDS GRANT
RECIPIENTS FY 2002/2003 (page 1)

Quality Enhancement Grant

Awards/Contracts for Fiscal Year 2003

NAME	AMOUNT
Loving Care	10288.90
Mary Ellen's	19401.78
Honey Tree	20000.00
Little Kings & Queens	1942.24
Tot's & Blocks	19998.76
Teddy Bear Group	19999.80
Aunt Donna's	11505.13
Hilltop Child Care	19191.10
Bountiful Blessings	19988.94
Agape Learning C.	16160.00
Learn-A-Lot PreSch.	17828.95
Brenda's Family	11018.00
A Mother's Touch I	19929.75
Precious Moments	14720.74
Tam's Tots	5626.51
Lane Tabernacle	18516.80
Little Shepherd	8849.40
Small Steps, Inc.	14064.47
Dumplin Valley	19836.50
Southminster	1717.25
Noah's Ark	5619.36
Sunny Smiles	2261.34
Maryville Children's	1554.65
Korner Kampus I	7306.35
Granny's House	3884.20
Gabriel's Friends	2300.00
Early Start L. C.	2306.23
Kids-N-Stuff	6773.05
First Step CCC II	3566.76
A Little Bit of Ctry.	17402.02
Loving Care for Little	8500.00
Joan's Home Care	2109.85
Romper Room	6095.15
Kay's Kiddyland	2662.60
Jack & Jill	11577.03
Carolyn D. Bailey	4313.59
Star-Brite L. C.	8754.87
In the Beginning	8215.99
Donna's Little Lambs	5141.39
Rainbow Play School	19051.16
Childtown D. C.	3436.80
Ms. Eula Faye's	2176.00

Granny's Playhouse	2827.37
Lil World Day Care	8329.30
Ruby's Home	4242.38
St. Paul ECDC	7408.89
Cherokee Christian	1571.60
Becky B's Busy Sch.	19968.75
Smarty Pants	10084.72
Unicoi Child Care	9892.28
A Child's World	3030.73
Ms. Susan's	19996.03
Raggedy Andy's	11595.00
Blessed Beginnings	20000.00
Heritage Enrichment	12288.58
Toddler Time	3121.91
Kay's Kiddyland III	14892.95
Guy's & Gals	5886.40
Color My World	15782.39
Kids Kove	6036.65
Creative Christian	5356.76
Sweet Peas	16240.69
Kid's Place	4737.75
Tadpoles to Frogs	3264.41
Tiny Ones	3222.49
Little People Group	3150.00
Kilpatrick's	10690.02
Friends Child Care	3392.00
Kiddie Kampus	8737.73
Kreative Kids Kare	13209.84
Braodway Baptist	14065.36
Holloway	4541.00
Rocker's Day Care I	6457.36
Precious Ones Twos	2883.10
Bright Beginings	4472.85
Rocker's Day Care II	3794.10
Children's World E.R.	15030.47
Children's World G.W.	15307.95
Children's World Elm.	17531.39
Bethel Baptist	11148.46
B&G Club - Tellico	14428.65
B&G Club - Madison.	20000.00
B&G Club - Sweetw.	17988.92
The Nature Corner	2795.08
House of Prayer	13567.34

ATTACHMENT PART 5.A., QUALITY ENHANCEMENT AND STANDARDS GRANT
RECIPIENTS FY 2002/2003 (page 2)

Ms. Gale's	4182.70
Little Red Choo Choo	4973.94

Tinker Tots Learning	16479.25
Christine's Day Care	7049.40

Carter's Day Care	12121.90	Jacob's Ladder	4249.55
Little People L. A.	19375.96	Kiddie Kare	14871.55
Kay Kay	6362.98	J's Creative Learn.	5490.12
Apostolic Lil Angels	14237.30	B&G Club - Kingspor	7500.00
Small World	12381.38	Donna's Group	5525.21
Tender Care	19844.72	Ms. T's Small World	10007.90
Lisa's Child Care	4735.66	Teresa Ramey DC	1603.38
Kids Kount	9364.44	My Children's DC	6417.95
Glen Alpine Early L.	7898.05	Sunshine Playschool	13251.39
Little Lamb	3738.15	Ms. Melisa's DC	2521.19
The Learning Center	18507.69	National Prep.	19432.30
The Giving Tree	12722.57	Nana's Child Care	4757.00
Miss Bonnie	6188.40	Jellico Learn. Cent.	7400.07
Wee Care Preschool	6078.00	Kid's School	19030.00
Nida's Kids	6940.82	United Child Care	9136.36
Dexter's Child Care	7542.96	Brainerd UM L. C.	1286.03
Mae Mae's	3204.98	Blue Ribbon DC	7106.06
Heritage Preschool	18102.78	Big Mama's Presch	4874.25
Memphis Learn. Acad	10081.00	Watts Bar Ministry	2850.00
Kristy's Loving Care	3300.37	Covenant CCC	4633.25
Macon Child Care	9527.60	Margaret's Family	3585.95
Clara's Gingerbread	2744.94	TN Sports Complex	9685.96
Kiddie land Pres.	5806.05	Chamber's CCC	14202.00
Creative Kidz	17364.88	Rosedale Baptist	9115.58
First Baptist D. C.	7651.67	Cradle to Crayons	8701.34
Kid's First C.D.C.	16485.19	Total	1,592,103.72
Charlotte's Teddy B.	7733.20		
Hooks Dimmick	13370.37		
Cherry Group	5326.85		
The Kid's Place	15081.21		
Kiddie City	13813.35		
Waverly Road	11463.00		
Little Scholars	4450.00		
Merryland CCC	12617.07		
Just for Little People	6888.07		
Tenderheart Daycare	11707.03		
Hart to Heart	17860.00		
Kathy's Quality	4057.13		
Parkway Group	3956.55		
Campbellsville Kids	4499.00		
Tiggerland Daycare	2101.02		
Tender Care	9966.44		
Eastside YMCA	9285.35		
Over the Rainbow	14557.96		
Children's Playhouse	6112.55		
Baptist CCC	2936.02		
Lonsdale Daycare	8451.05		
Montomery Village	10770.53		
Millington Child Dev.	8121.00		
Zion's Child Enrich.	4195.54		
Kennedy Merry GoRd	16367.82		
ABC Kiddie Acad.	12938.98		
FPA Kid's Kare	12833.68		
Sue's Group Daycare	9849.77		

**ATTACHMENT PART 5.A., QUALITY ENHANCEMENT AND STANDARDS GRANT
RECIPIENTS FY 2002/2003 (page 3)**

Standards Grants Contracts for Fiscal Year 2003

Grantee Name	Amount
Eastside Day Care	4250.00
Little Folks Preschool	2550.00
L.B.J.&C	1015.00
Willette Head Start	5000.00
Fifth Avenue CCC	5000.00
Total	17,815.00

**ATTACHMENT PART 6.A., UNREGULATED CHILD CARE PROVIDER
PREVENTION & CONTROL OF INFECTIOUS DISEASE SHEET (page 1)**

**Tennessee Department of Human Services
Unregulated Child Care Provider
Prevention & Control of Infectious Diseases Sheet**

The following is general information for you about basic health practices.

Immunizations and Shots:

A health department office is located in each county. This department provides free or low cost immunizations. Any child over 8 weeks of age should have begun the required immunizations. The health department can give you written information on required and recommended immunizations.

You and other family members may be in danger of getting infectious diseases if your child or one you are caring for in your home has not been properly immunized.

If you are caring for someone else's child in your home, we recommend you ask each parent for proof that her child has received the proper immunizations for that child's age. Parents are given an immunization card or blue sheet that lists the immunizations the child has had. This immunization information is very important to you, your other family members, and any other children in your home.

Sanitation:

To further protect your family and other children in your care, we strongly recommend the following ways you can help prevent infectious diseases like colds, flu, or food poisoning in your home.

Always remember to:

- ✓ Wash your hands before handling food and after each diaper change or helping children with their toilet.
- ✓ Provide disposable towels or provide each child with a separate clean wash cloth and towel every day.
- ✓ Clean all of the children's toys regularly with hot soapy water and a disinfectant.
- ✓ Provide a special place for changing diapers away from the kitchen area.
- ✓ Discard soiled diapers properly.
- ✓ Serve hot foods hot and cold foods cold.
- ✓ Cover and store food properly.
- ✓ Keep sick or dangerous animals away from the children.
- ✓ Empty bathing or wading pools daily.
- ✓ Keep sandboxes covered from being used by cats and other animals.

**ATTACHMENT PART 6.A., UNREGULATED CHILD CARE PROVIDER
PREVENTION & CONTROL OF INFECTIOUS DISEASE SHEET (page 2)**

To be completed at the time of application with the Child Care Specialist:

I understand these basic disease prevention guidelines and agree to practice them when caring for the children in my care under this program.

Signature of Unregulated Provider at Interview

Date

Signature of Child Care Specialist at Interview

Date